

SCHOOL DISTRICT OF SARASOTA COUNTY**JOB DESCRIPTION****CERTIFICATION ASSISTANT**

SALARY SCHEDULE: SSP6X

COST CENTER: 9023

QUALIFICATIONS:

- High School Diploma or equivalent.
- Minimum of one (1) year experience in hiring and/or educational certifications.
- Strong organizational and time management skills with the ability to prioritize tasks effectively.
- Excellent written and verbal communication skills.
- Ability to maintain confidentiality and handle sensitive information with discretion.
- Customer-focused with experience interacting with guests and job candidates.

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to meet and interact with the public.
- Proficiency in the use of computers and specific software.
- Knowledge of basic office equipment.
- General working knowledge of school and/or District.
- Ability to perform a multitude of clerical tasks and complete repetitive duties without close supervision. Ability to work alone or as part of a team.
- Good oral and written communication skills.
- Basic mathematical skills.
- Good organizational skills.

REPORTS TO:

Director of Human Resources, Recruitment and Staffing

JOB OBJECTIVE:

To perform the duties and functions of the position to ensure effectiveness and efficiency of hiring and certification processes.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- Provide general administrative support and guidance to instructional and administrative employees regarding certification.
- Review employee certification status to assist with renewals.
- Review employee certifications to assist with certification additions.
- Assist with securing, organizing, and reviewing transcripts of potential employees and existing employees.
- Maintain accurate records regarding certification applications and renewals.
- Communicate with employees and other pertinent stakeholders regarding certification and endorsement requirements.
- Stay abreast of FLDOE updates related to certification.
- Support the Certification team with various projects and initiatives as needed.
- Maintain necessary out of field information required on website.
- Communicate effectively with public, students, coworkers and administration.

CERTIFICATION ASSISTANT (Continued)

- Keep supervisor informed of potential problems or unusual events.
- Demonstrate initiative in the performance of assigned responsibilities.
- Model and maintain high ethical standards.
- Follow attendance, punctuality, and proper dress rules.
- Maintain confidentiality.
- Follow all School Board policies, rules, and regulations.
- Perform other incidental tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.

Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 05